



# National Finance Center Customer Notification

**Date of Notification:** January 5, 2011

**Subject:** NFC's Martin Luther King Jr. Holiday

**Database/Customer(s) Affected:** All

## Dear Customer:

In observance of the Martin Luther King Jr. Holiday, the National Finance Center's (NFC) offices will be closed Monday, January 17, 2011, including the following help desks: (1) NFC's *EmpowHR* Help Desk, (2) NFC's Payroll/Personnel Call Center, (3) NFC's WebTA Help Desk servicing designated USDA, OOC and HUD customers and (4) NFC's ABCO/ABCO Claims Help Desk.

All NFC applications will remain available during the holiday and payroll/personnel processing will continue on the normal schedule. T&As may be transmitted as early as Friday, January 14, 2011, but should be submitted no later than COB Tuesday, January 18, 2011.

Please note the change in the PAYE process for Pay Period 01, 2011. The first schedule of PAYE for Pay Period 01, 2011 for databases 5, 6, and 8 will run on Thursday, January 20, 2011. The first pass of PAYE for database 7 will run on Friday, January 21, 2011. The second schedule of PAYE for all databases will be executed on Saturday, January 22, 2011.

As always, the NFC Operations and Security Center (OSC) will be available 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or via email to [OSC.ETIX@usda.gov](mailto:OSC.ETIX@usda.gov).

If you have any questions regarding this notification, please contact NFC's Client Management Branch at [Customer.Support@usda.gov](mailto:Customer.Support@usda.gov).

JAF/M2-11-008/008

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### "Tip of the Week"

Check out the Announcements section of NFC's Homepage at [www.nfc.usda.gov](http://www.nfc.usda.gov) to view important messages as they relate to current payroll/personnel issues.